



Controller *John Chiang*

California State Controller's Office

Applicants with disabilities who need reasonable accommodations, such as a Sign Language interpreter, a reader, or assistance attending an interview please call (916) 323-3055. For Voice / Relay Services, please call: 711.

Position:

(5016) Staff Services Analyst
(General)

Position #:

051-120-5157-7XX

Salary Range:

\$2873 – \$4671

Issue Date:

10/16/2014

Contact:

Susan Burgess (916) 323-8314

Location:

Administration & Disbursements
300 Capitol Mall, Suite 1525
Sacramento, CA 95814

Final Filing**Date:**

October 29, 2014

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/SURPLUS candidates will be given priority.

For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Submit a Std.678 State Application and Resume to:

State Controller's Office

Administration and Disbursements
Division

ATTN: Susan Burgess

Looking for a job that you can feel passionate about? Looking for work in an inviting work environment? If you are interested in working in a fast-paced environment surrounded by enthusiastic and self-motivated people, then look no further! The Office of the State Controller (SCO) is the destination Constitutional employer within the State of California.

Applications will be screened and only the most qualified will be interviewed.

The selected candidate considered for the advertised position will be required to undergo a fingerprint clearance and any offer of employment will be contingent upon live scan fingerprint results.

Scope of Position:

Under the general supervision of the Contracts Officer (Staff Services Manager II, Supervisor), the incumbent will perform the duties associated with the procurement services for the Department. The position requires the incumbent maintain consistent and regular attendance (M-F); 8:00 – 5:00.

Duties and Responsibilities:

(Candidates must perform the following functions with or without reasonable accommodations.)

- Must be able to communicate effectively and professionally to internal and external customers.
- Responsible for developing and preparing a variety of average complexity of procurement agreements/documents, ranging from routine to the highly technical and complex in accordance with the California Public Contract Code, the State Administrative Manual, the State Contracting Manual(s), and departmental operating policies and procedures.
- Serve as the department's CAL-Card program Coordinator, which functions as the primary point-of-contact for division requesters and Departmental Accounting Office staff.
- Assist the Small Business/Disable Veteran Business Enterprise (SB/DVBE) Advocate with responsibilities such as: Represent the department at quarterly meeting, monitor and respond to inquiries, and disseminate information to division requesters.
- Secure appropriate approvals on all contract documents and distribute documents to contractors, division representatives, Departmental Accounting Office, and control agencies as appropriate.

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Please write “051-120-5157-7XX” on your application and indicate the basis of your eligibility in the job title section. Applications without this information may be rejected.

Statewide

Desirable Qualifications:

- Positive attitude, professionalism
- Ability to assess issues and quickly identify the best possible solution(s)
- Exhibit strong communication skills
- Analyze data, present ideas and information effectively
- Excellent organization, research, and analytical skills with strong attention to detail
- Possess strong time management and workload prioritization practices
- Experience handling and managing multiple projects simultaneously
- Ability to collaborate with others, both internally and externally

Ability to handle tension, and challenging and attainable goals aligned with the goals of the department and program areas. Ability to sit for long periods of time in meetings and at a computer station. Required to work in an open cubicle environment under florescent lighting.

The State Controller's Office is committed to providing an equal employment opportunity to all, providing reasonable accommodations, prohibiting sexual harassment and discrimination based on race, color, ethnicity, national origin, ancestry, sex (gender identity), age, disability, genetic information, religion, sexual orientation, political affiliation, marital status, pregnancy, military status, and to providing protection against retaliation. Rev. 8/12